

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR STATEMENT OF INTEREST

FOR

**EAST ONEIDA ROAD, PRESTON
FRANKLIN COUNTY
PROJECT NO. A011(244)
KEY NO. 11244**

April 14, 2009

REQUEST FOR STATEMENT OF INTEREST

Table of Contents

- General Information
- Statement of Interest Preparation Instructions
- Statement of Interest Evaluation Criteria
- Scope of Work

The following item is not included in this package, but can be located at the following web site:

Sample Professional Agreement and Consultant Agreement Specifications
<http://www.itd.idaho.gov/design/cau/forms.htm>

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) and Franklin County are seeking qualified and experienced respondents from interested firms to submit a statement of interest for providing project development services for a reconstruction project in Franklin County.

GENERAL TERMS

This Statement of Interest (SOI) does not commit ITD or Franklin County to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations.

REVISIONS TO SOI

All addenda to this solicitation will be posted on the Consultant Administration Unit Web page. No notice will be given by mail.

RESERVATION OF RIGHTS BY ITD

The issuance of this SOI does not constitute an assurance by ITD or Franklin County that any contract will actually be entered into by ITD or Franklin County, and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Statement of Interest
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the SOI, and cancel this request with or without the substitution of another SOI
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this proposal, each respondent agrees that any finding by ITD or Franklin County of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive, except as provided herein.

CONFLICT OF INTEREST

By the submission of a proposal the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

EEO REQUIREMENTS

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice. Respondent further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

FINANCIAL REQUIREMENTS

Prior to negotiating an agreement, the selected consultant and their subconsultants will be required to submit certified hourly rates and their last years' financial information and overhead schedule in accordance with the Federal Acquisition Regulations (FARs) and the ITD *Overhead Guidelines for Consultants*. (To obtain a copy of the *Overhead Guidelines for Consultants*, please call Holly McClure at (208) 334-8486.)

PROPRIETARY MATERIAL

ITD assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

EVALUATION CRITERIA

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the Consultant to ensure that it complies with this SOI and provides the information requested. If the Consultant fails to provide any information requested in this SOI, such failure may result in either a lowered evaluation score or disqualification of the proposal.

CONTACT INFORMATION

All questions concerning the procedures of this solicitation shall be directed to Monica Crider at (208) 334-8502, or faxed to (208) 332-2044.

Project specific questions shall be directed to Wayne Herbel, LHTAC, at (208) 334-0565, or faxed to (208) 344-0789.

PREPARATION INSTRUCTIONS

Proposals must conform to the following instructions. Any non-conforming proposal will be rejected.

Five complete copies of the proposal must be received by 4:00 p.m. MDT on May 5, 2009. ITD will not accept copies sent by FAX. Proposals must be submitted in a sealed envelope or package with the project name, and the consultant's name and address clearly indicated on the envelope or package. Proposals must be in the actual possession of ITD on or prior to the above noted time and date, and at the location indicated below. Late proposals will not be considered, and will be returned to the consultant.

Proposals shall be sent to: Monica Crider, P.E.
Assistant Roadway Design Engineer
Idaho Transportation Department
P.O. Box 7129 (3311 W. State St., Room 214)
Boise, ID 83707-1129 (Boise, ID 83703-5881)

Do not mail your proposals to the street address. The Post Office will only deliver to the PO Box address. Use the street address only for overnight delivery by Fed Ex, etc.

Statements of Interest will be evaluated and, as part of the selection process, the top-ranked firms may be required, at their expense, to give a presentation and/or answer interview questions.

If your firm is selected and approved, negotiations will begin. If negotiations break down with a selected Consultant, they will be formally ended and negotiations will begin with the next ranked Consultant.

FORMAT

- The maximum length of the submittal shall be 12 pages.
- The introductory letter, organization chart, and resumes shall count in the page total.
- Front and back cover pages are acceptable, and do not count in the proposal page total.
- Except as otherwise noted, pages shall be 8 1/2 x 11 inches and single sided.
- Type style shall be not more than six lines per vertical inch and not smaller than 12 point.

INTRODUCTORY LETTER

The introductory letter should be addressed to: Monica Crider, P.E.
Assistant Roadway Design Engineer
Idaho Transportation Department
P.O. Box 7129
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant's submittal, identify the Project Manager, and list a contact telephone number, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet ITD's and Franklin County's quality and schedule expectations. List each Subconsultant, their work tasks, and a contact name and telephone number. The Consultant shall include his/her acceptance of the terms and provisions of the Sample Agreement located at <http://www.itd.idaho.gov/design/cau/forms.htm>, and indicate willingness to execute said agreement.

PROPOSAL

It is essential that the consultant provide an adequate staff of experienced personnel or subconsultants capable of and devoted to the successful accomplishment of work to be performed under this contract. The specific individuals or subconsultants listed in the proposal, including Project Manager, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of ITD or Franklin County. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the proposal.

The following criteria will be considered in the evaluation and selection, and apply only to the Consultant, except where specifically requested for the Consultant and each Subconsultant.

CRITERIA 1. COMPANY EXPERIENCE AND QUALIFICATIONS *(Complete for Consultant and each Subconsultant)*

Describe how the company is organized to develop this type of project. Provide descriptions of similar projects successfully developed by the Consultant within the last five (5) years, identifying the similarities to this project. Include dates and specific services provided by the consultant. List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 2. PROJECT MANAGER

Identify the Project Manager who will be responsible for the quality and timeliness of the consultant's work, and for ensuring that adequate personnel and other resources are available for this project. Provide a brief summary of education, experience, and qualifications pertaining to the management of this project. Include Idaho professional registration (registration is required at the time of submittal).

CRITERIA 3. KEY PERSONNEL & RESOURCES AVAILABLE *(Complete for Consultant and each Subconsultant)*

Identify the key personnel and describe each person's role and duties on this project. Provide a brief summary of experience and qualifications, including Idaho professional registration (if applicable) for each person identified. Include an organization chart of the key personnel with their roles and office locations.

CRITERIA 4. PROJECT UNDERSTANDING

Provide a written narrative demonstrating knowledge, methodology, policies and procedures to accomplish this project as outlined in the General Scope of Work. Identify the significant features and potential issues that may be encountered and possible steps to eliminate or minimize those issues.

CRITERIA 5. QUALITY CONTROL

Describe the Consultant's procedures for scope change control, schedule and cost control and quality control. This should include a description of the Consultant's control measures regarding their Subconsultants' project related work.

DBE PARTICIPATION:

The Consultant will not be required to meet a specific DBE utilization for this project. However, the Consultant is encouraged to utilize the services of women and minorities in accomplishing the tasks or providing the services for this project. For further information regarding DBE participation requirements, call the ITD EEO Office at (208) 334-4442. A directory of DBE companies currently certified by the State of Idaho may be viewed at the following web site: <http://itd.idaho.gov/civil/dbefirms.htm>

STATEMENT OF INTEREST EVALUATION CRITERIA

	CRITERIA	RATING	WEIGHT	SCORE
CRITERIA 1.	COMPANY EXPERIENCE/QUALIFICATIONS <i>Recent Experience, Company Structure, References</i>		x 4.0	
CRITERIA 2.	PROJECT MANAGER <i>Experience, Qualifications</i>		x 3.0	
CRITERIA 3.	KEY PERSONNEL & RESOURCES AVAILABLE <i>Experience, Qualifications, and Organization Chart</i>		x 2.0	
CRITERIA 4.	PROJECT UNDERSTANDING <i>Demonstrated Knowledge and Methodology</i>		x 4.0	
CRITERIA 5.	QUALITY CONTROL <i>Quality Control, Schedule and Cost Control, Change Control</i>		x 2.0	
	TOTAL SCORE			

RATING POINTS:

- 5.0 – Excellent
- 4.0 – Good
- 3.0 – Satisfactory
- 2.0 – Marginal
- 0.0 - Unsatisfactory

GENERAL SCOPE OF WORK

OVERVIEW

This project includes design services for a reconstruction project of East Oneida Road in Franklin County and Preston, Idaho. East Oneida Road is a rural major collector that runs approximately 3 miles from Johnson Reservoir to US 91. This project includes approximately 2.6 miles of East Oneida Road from 2200 East to US 91. The existing roadway in the County is a narrow (20ft. to 24ft) 2-lane rural roadway with a thin bituminous surface that is the result of several chip seal over the existing gravel roadway. The pavement condition is poor and it appears the lack of base and poor drainage is causing the pavement failures. Within the City a portion of the road is narrow with a lack of pedestrian facilities. Both the City and county portions have sight distance issues.

GENERAL PROJECT DESCRIPTION

The East Oneida Reconstruction Project begins in the “Whitney” region at 2200 East in Franklin County and ends at the intersection of US91 inside the City limits of Preston. The project length is about 2 – 5/8 miles. The County portion is 1.75 miles in length. The City portion is 0.88 miles in length. Construction limits will depend on final project funding and costs of construction in 2011.

County Section

The limits of the County portion of this project are from 2200 East to 900 East (the City limits). This segment will consist of roadway widening using paved shoulders, roadside drainage capacity improvements, pavement marking, and improvements to the crossing of the east branch of Worm Creek.

City Section

The City’s portion of this project covers from 900 (9th) East to State Street (0 East). Between 900 East and 400 (4th) East with a gateway enhancement, and improvements to the crossing of the west branch of Worm Creek, sidewalks, road width improvements and asphalt rehabilitation between 4th and 2nd East and between 1st and U.S. 91.

The improvements within the urban area will consist of a “Gateway” at the intersection of 8th East and East Oneida. To the east of this “Gateway”, the urban section will transition into the rural section. To the west of the “Gateway”, the urban section will consist of sidewalks, parking and drainage control into west branch of Worm Creek. There will be a transition from the new urban section at 6th East to the existing urban section at 4th East. ADA ramps, built to current state standards will be provided at all urban intersections. From 4th to 6th urban drainage swales will control the runoff. Asphalt rehabilitation between 4th and 2nd East and between 1st and U.S. 91.

Worm Creek Crossings

East Oneida crosses the East Branch of Worm Creek in the County and the West Branch of Worm Creek in the City. The elevation of the existing roadways meets warrants for guardrail. This project will widen the roadway sufficiently to eliminate the need for guardrail. The existing culverts cause water to backup during spring runoff, thus this project will re-size these culverts.

The East Oneida Road Reconstruction Project is funded by Federal Aid through the Surface Transportation Program (STP) with Local Rural Funds. Assumed design years and construction years of 2009-2010 and 2011-2012 will be used for project development, respectively. The Local Highway Technical Advisory Council (LHTAC) will serve as the agreement administrator and will work very closely with Franklin County (Project Sponsor), Preston City (Project Co-Sponsor), and the Idaho Transportation Department (ITD) throughout the process. Submittals and deliverables will be processed through LHTAC and coordinated with ITD. The project will track through the standard ITD Design process, with some amendments as noted herein. Environmental procedures and documents will be required to address NEPA requirements. Material Reports will be required for the necessary Phase Reports.

PROJECT DESIGN TASKS

The project will follow ITD's standard design process of a Concept Report, Preliminary Design, Design Study Report, Final Design, and PS&E. Design tasks are included for the roadway improvements including drainage, irrigation, erosion control, minor structures, signing, construction traffic control, pavement markings, and utility coordination. Opinions of probable cost will be developed periodically throughout the design process. Coordination will occur with any utilities in the area.

SURVEY AND RIGHT-OF-WAY

Right-of-Way is anticipated for the project. This Scope does include acquisition tasks such as appraisals, negotiations, settlements, and agreements. The Prime Consultant will conduct surveys and write descriptions to assist the City and County with Right-of-Way acquisition.

SUBCONSULTANT SERVICES

Environmental- The prime consultant may subcontract to an environmental subconsultant to provide environmental services including environmental analysis and documentation. The expected environmental document is a Documented Categorical Exclusion. Potential environmental issues include impact to wetlands. Other key environmental tasks include investigations related to non-jurisdictional wetlands (canals & ditches), noise, air quality, hazardous materials, cultural resources, and threatened and endangered species and others listed on the Preliminary Environmental Evaluation form (ITD-651)

Geotechnical & Materials – The prime consultant may subcontract to geotechnical subconsultant to provide geotechnical services including fieldwork, laboratory analysis, and report development for the Phase Reports needed on the project. It is anticipated that Phase IR, III, and V will be required.

WORK NOT IN SCOPE

Several tasks not in the Scope will be performed by others, or will be performed under a Supplemental Agreement as listed below.

1. Construction Management & Inspection Services
2. Major Utility Relocation: If relocations are necessary, designs will be prepared by the corresponding utility company for the work. Any utilities design services will be provided under a separate contract.
3. Platting and Records of Survey
4. Major Structures and Bridges: None anticipated on project.